



CHRIS CHRISTIE
Governor

State of New Jersey
OFFICE OF THE ATTORNEY GENERAL
DEPARTMENT OF LAW AND PUBLIC SAFETY
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Lt. Governor

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Administrator

April 24, 2015
NOTICE OF JOB VACANCY
#15-54 AMENDED

An opportunity currently exists in the classified/unclassified service within the Department of Law and Public Safety, Office of the Attorney General, for permanent State of New Jersey employees in the competitive division who meet the minimum job requirements specified below:

TITLE: Administrative Analyst 2, Fiscal Management

SALARY: \$57,039.64 to \$81,146.50

LOCATION: Office of the Attorney General
Justice Complex
25 Market Street – P.O. Box 081
Trenton, NJ 08638

NUMBER OF POSITIONS AVAILABLE: One (1)

DUTIES:

Under the supervision of the Manager 1, Fiscal Resources for the New Jersey Division of State Police, develops required budget controls and detailed records of state/federal funds; monitors expenditures and appropriations to maintain budget restraints; takes the lead in cost benefit analyses and effectiveness surveys; performs evaluations of program objectives and procedures to establish validity of and effectiveness of program policies/procedures; may coordinate evaluation of fiscal management impacts on alternative policy actions; supervises investigations and prepare detailed recommendations relating to proposed expansion, continuation or elimination of budgets and programmatic needs functions and positions; prepares indirect cost proposals to secure proper reimbursement from various sources; coordinates analysis of operational problems; prepares and presents written and verbal justification of proposed solutions to administrative budgetary/fiscal problems indicating cost, benefits, risks and alternatives; other related duties.

REQUIREMENTS:

EDUCATION:

Graduation from an accredited college or university with a Bachelor's degree including or supplemented by twenty-one (21) semester hour credits in any combination of accounting, business administration, economics, or finance courses.

EXPERIENCE:

Three (3) years of experience in work involving fiscal analysis and evaluation, budgeting, and management operations in government, business, and/or a management consulting firm.

NOTE: Applicants who do not possess the Bachelor's degree, but who do possess the twenty-one (21) semester hour credits as listed above, may substitute the remaining education with experience as indicated above on a year-for-year basis with thirty (30) semester hour credits being equal to one (1) year of experience.

NOTE: A Master's degree from an accredited college or university in one of the areas listed above may be substituted for one (1) year of experience; a Doctorate degree in one of the areas listed above may be substituted for two (2) years of experience.

LICENSE: Appointees will be required to possess a driver's license valid in New Jersey only if the operation of a vehicle, rather than employee mobility, is necessary to perform the essential duties of the position.



The “New Jersey First Act,” N.J.S.A. 52:14-7 (L. 2011, Chapter 70), requires new public employees to reside in the State of New Jersey within one (1) year of employment.

If you possess the required experience and education and are interested in the above position, please send a letter (including job vacancy number) and current resume before the closing date of May 13, 2015 to:

*Recruitment Coordinator
Office of the Attorney General
P.O. Box 081
Trenton, NJ 08625-0085*

Or

LPS.Humanresources@lps.state.nj.us

The Department of Law and Public Safety is an Equal Opportunity Employer and is committed to inclusive hiring and dedicated to diversity in our staff. We strongly encourage people from all groups and communities to apply.

